[date]

[name]

[street address]

[city, state, zip]

Dear \_\_\_\_\_\_\_\_\_:

Enclosed are the original and three copies of Federal Aviation Administration (FAA) Contract No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ covering the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ facility, located in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_.

Also enclosed, is a statement explaining the Electronic Funds Transfer (EFT) program and the ACH Vendor/Miscellaneous Payment Enrollment Form. Please complete the Payee/Company information section and have your financial institution complete the section referred to as such, a copy of the form must be returned to this office. The financial institution should retain a copy and a copy may be retained for your records.

The State of \_\_\_\_\_\_\_\_\_\_ requires that the enclosed Acknowledgement Form be executed by a Notary Public. These forms are used for recording purposes only, and will be attached to the original document and filed with the county. Once we have received the recorded copy back from the County Clerk Office, we will forward a copy to you for your files.

If this agreement is acceptable to you, please execute and return \_\_\_ originals to this office. Upon completion by the Government, an executed copy will be returned to you.

If you need additional information, please contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

[insert RECO name]

Real Estate Contracting Officer

Federal Aviation Administration

Enclosures